

**[ BOC CUSTOMS MEMORANDUM ORDER NO. 49-  
2009, November 05, 2009 ]**

**ISSUANCE AND SIGNING OF BOC CLEARANCE**

**I. OBJECTIVES**

1. To facilitate the processing of BOC Clearance for separated employees in accordance with existing rules and regulations; and
2. To guide the separated employees and the concerned signatories the steps in signing BOC Clearance.

**II. SCOPE**

The issuance of BOC Clearance (Form hereto attached) shall cover separated employees due to retirement, resignation and transfer.

**III. GUIDELINES**

1. One (1) month before retirement, HRMD shall notify the retiring employee to submit to Retirement and Benefits Section the duly accomplished requirements including the BOC Clearance for processing of retirement benefits except for the Certificate of Last Payment which shall be issued on the last day of his/her service by the concerned Disbursing Officer.
2. For resignation and transfer to other government agency, HRMD shall notify the employee within a day upon receipt of letter of resignation and/or request for transfer to submit to Retirement & Benefits Section the duly accomplished BOC clearance and other pertinent requirements.
3. Prior to the processing of BOC clearance, service and/or port clearance shall be secured which include a proper turn-over of accountabilities.
4. For clearances from other government agencies, HRMD shall submit a monthly list of separated employees to the Land Bank of the Philippines, Philippine National Bank and Customs Multi-Purpose Cooperative Canteen, HRMD for issuance of corresponding Certificate of Clearance.
5. In the absence of the concerned signatories and for the continuous processing of the BOC clearance, an alternate signatory for each port/service/division should be designated.
6. The signatories of concerned offices/services shall sign the BOC clearance within an hour upon receipt of the same except for Legal Service and General Services